



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #21**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: June 20, 2013

SUBJECT: Fiscal Year 2014 Child and Adult Care Food Program
Certification Procedures

ACTION: Begin completion of budget worksheets and obtain DUNS
number to ensure timely completion of Fiscal Year 2014
application.

This memo will provide guidance on the changes to Michigan Department of Education's (MDE) application process for the Child and Adult Care Food Program (CACFP).

As announced in Fiscal Year (FY) 2013 Operational Memorandum #10, Child Nutrition Reauthorization: Child and Adult Care Food Program Applications, **all** institutions participating in CACFP will be required to initiate a certification for FY 2014. This certification process will be completed beginning in FY 2014 and yearly thereafter. The certification will be completed through the Michigan Electronic Grants System Plus (MEGS+). The MEGS+ certification for CACFP is scheduled to be available approximately July 8, 2013, for independent (one feeding site) child care centers and sponsors (more than one feeding site) of child care centers. MEGS+ can be accessed through the Michigan Education Information System (MEIS) at www.michigan.gov/meis.

Any pages of the application that have changed since your last submittal will need to be completed during the certification process. Each page must have the box checked which states "I certify that....."

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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Independent centers will be required to submit budget worksheets to support their 2014 certification. The worksheets are attached and available at www.michigan.gov/cacfp under Financial Resources. Training for independent centers budget worksheets were announced in FY 2013 Operational Memorandum #20 on May 1, 2013. Institutions are strongly encouraged to attend training and work on budget worksheets well in advance of the due date for the FY 2014 certification.

Sponsors of centers, affiliated and unaffiliated, will be required to complete and submit budget worksheets as part of their 2014 certification. The budget worksheets for sponsors of centers are attached and are also available on the CACFP website under Financial Resources.

Schools participating in CACFP that operate only afterschool snacks and supper programs will not be required to complete budget worksheets and the full management plan for FY 2014. Such schools must only initiate and certify their application.

Special Notes

Failure to submit the annual certification for FY 2014 will result in the loss of claims beginning with the October 2013 claim.

Data Universal Numbering System (DUNS)

Reminder: A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. This number must be included in the FY 2014 CACFP application. It is recommended that you complete this process now, well in advance of the due date of the FY 2014 CACFP application, as this process may take several days to finalize. Failure to complete this process will result in the loss of one or more claims, beginning with the October 2013 claim.

Remember to update your application throughout FY 2014. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur.

Attachments:

- FY 2014 Budget Worksheets (FOR SPONSORS OF CENTERS)
- FY 2014 Budget Worksheets (FOR INDEPENDENT CENTERS)
- 2014 Program Analysts' Territories
- CACFP Staff List